

# PHA Plans

Annual Plan for Fiscal Year 2001

*REVISION #3: Updates CFP a/o May 01*

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:** HOUSING AUTHORITY OF THE COUNTY OF CHESTER

**PHA Number:** PA046

**PHA Fiscal Year Beginning:** 01/2001

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☒ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☒ PHA development management offices
- ☐ Other (list below)

**Annual PHA Plan**  
**PHA Fiscal Year 2001**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

**Streamlined Plan:**

- ☐ **High Performing PHA**  
☐ **Small Agency (<250 Public Housing Units)**  
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

*Executive Summary is no longer a requirement.*

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)] Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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<b>Annual Plan</b>	
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**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

**Required Attachments:**

- ☒ FY 2001 Capital Fund Program Annual Statement *at Component 7*
- ☒ FY 2001 Capital Fund Program FIVE YEAR Statement *at Component 7.*
- ☒ **B** Assessment of Site-Based Wait List – Demographic Changes
- ☒ **C** Implementation of PH Resident Community Service Rqt.
- ☒ **D** Pet Policy - Summary
- ☒ **E** Progress Toward Five Year Plan
- ☒ **F** Resident Member of the PHA Governing Board
- ☒ **G** Membership of the Resident Advisory Board
- ☒ **H** Section 8 Homeownership Program

**Optional Attachments:**

- ☒ Public Housing Drug Elimination Program (PHDEP) Plan [name]: **pa046a01**
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) *in Plan text.*

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	Annual Plans
<b>X</b>	Fair Housing Documentation: Records reflecting that the PHA has examined its programs identified any impediments to fair housing choices and is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	Annual Plans
<b>X</b>	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
<b>X</b>	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policy
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, & Admissions
<b>X</b>	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with Deconcentration	Annual Plan: Eligibility, Selection,

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	requirements (section 16(a) of the US Housing Act of 1937, and 2. Documentation of the required Deconcentration and income mixing analysis	and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy <b>Appendix 3</b>	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund Program. <b>Part of Plan itself – Comp #7.</b>	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing <i>Oak Place Dev, West Chester</i>	Annual Plan: Demo & Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of PH
N/A	Approved or submitted assessments & conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of PH
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan:
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Comm. Service & Self-Suff'y
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Comm. Service & Self-Suff'y
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Comm. Service & Self-Suff'y
X	The most recent PHDEP semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

## **1. Statement of Housing Needs**

[24 CFR Part 903.79 (a)]

## A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

2000 Census Data not yet available; therefore County's statistics have not been revised..

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	4462	5	5	5	5	5	5
Income >30% but <=50% of AMI	3840	5	5	5	5	5	5
Income >50% but <80% of AMI	4067	3	3	2	3	4	4
Elderly	4141	3	3	2	3	1	1
Families with Disabilities	3628						
Race/Ethnicity	N/A	5					5
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s  
Indicate year: **2000**
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☒ Other sources: **Housing Study prepared by *The Chester County 2020 Trust*, entitled "A Baseline Study on Moderately Priced Housing in Chester County, PA", published June, 1999.**

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	879		67 (c. 8%)
Extremely low income <=30% AMI	842	96%	
Very low income (>30%;<=50%AMI)	37	4%	
Low income (>50% but <80% AMI)	0	-	
Families with children	526	60%	
Elderly families	188	21%	
Families with Disabilities	41 + 123 individuals	19%	
Race/ethnicity	Not available		
Race/ethnicity			
Characteristics by Bedroom Size (PH Only)			
1 BR	311 (0& 1 combined)	35%	17
2 BR	295	34%	21
3 BR	288	26%	26
4 BR	42	5%	3
5 BR	3	-	1
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A			

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1700		68
Extremely low income <=30% AMI	1139	67%	
Very low income (>30%;<=50%AMI)	476	28%	
Low income (>50% but <80% AMI)	85	5%	
Families with children	1034	61%	
Elderly families	444	26%	
Families with Disabilities	267	16%	
Black	1037	61%	
White	425	25%	
Hispanic	221	13%	
Native American & Asian	17	1%	
Characteristics by Bedroom Size ( <b>Public Housing Only</b> )			
	N/A	N/A	N/A
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
N/A			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A			



### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### **(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

#### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line. *In place.*
- ☒ Reduce turnover time for vacated public housing units. *In place.*  
Reduce time to renovate public housing units. *In place.*
- ☒ Seek replacement of public housing units lost to the inventory through mixed finance development *This strategy continues to be pursued.*
- ☒ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources. *This is being implemented when available; will continue if required.*
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction. *A new Market Study will be done before the end of 2001.*
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration. *By end of 2001, a "Landlord Seminar" program will be established.*
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program. *In place.*
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies. *This is always done.*
- ☐ Other (list below)

#### **Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☒ Other: *Low Income Housing Tax credits & tax-exempt bonds*

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☒ Other: ***Market to relevant social service agencies;  
Continue to employ PH Admissions preference for working families***

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☒ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: ***Acquire and Rehab suitable buildings for low income elderly housing.***

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☒ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing ***[In compliance]***
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available. ***This has been done; and will be continued.***
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities ***This is being done; and will be continued.***
- ☒ Other: (list below) ***Carry out modification as needed for all types of disabilities.***

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☒ Other: *Those such defined groups in this County are African-American and Hispanic; both groups are quite aware of availability; Also, "La Comunidad" informs the Hispanic community of availability.*

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☒ Other: *Continue to utilize "Mainstream" program*

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☐ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

## 2. Statement of Financial Resources\*\*

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

***\*\*We specifically reserve the right to change this financial resources statement based on later, better information.***

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	<b>599,792</b>	
b) Public Housing Capital Fund	<b>827,000 (est'd.)</b>	
c) HOPE VI Revitalization	<b>N/A</b>	
d) HOPE VI Demolition	<b>N/A</b>	
e) Annual Contributions for Section 8 Tenant-Based Assistance	<b>8,471,414</b>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	<b>97,621</b>	
g) Resident Opportunity and Self-Sufficiency Grants	<b>151,066</b>	
h) Community Development Block Grant* (pending)	<b>N/A</b>	
i) HOME	<b>N/A</b>	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
HOPE VI Revitalization		All monies obligated
PH Drug Elimination	<b>227,726</b>	Services to PH Families & anti crime & security
EDSS	<b>0</b>	Obligated
<b>3. Public Housing Dwelling Rental Income</b>	<b>611,167</b>	PH Operations
<b>4. Other income (list below)</b>	<b>9,072</b>	
Non-dwelling & excess utilities	<b>10,800</b>	PH Operations
Court Costs	<b>2,350</b>	PH Operations
<b>4. Non-federal sources (list below)</b>		
Ford Foundation Grant	<b>25,000</b>	PH & Sec. 8 Supportive Services Programs
Donation – Tax Credits Projects	<b>1,000,000</b>	(same as above)
Interest	<b>24,120</b>	PH & Sec. 8 Ops.
<b>Total resources</b>	<b>12,257,128</b>	



### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: **10th**
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☒ Other **Credit Check**

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? **With cooperation of the local police dept., which has direct access to State & Federal records.**

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? **See above.**

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list
- ☐ Sub-jurisdictional lists
- ☒ Site-based waiting lists **For those projects in HOPE VI & Mixed-Finance**
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☒ Other **“Chester County Cares”; Phoenixville Area Comm. Svs.; the “Y’s”; senior centers; La Comunidad Hispana.**

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? **2**

2. ☒ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists? **1**

3. ☒ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists? **2**

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☒ PHA main administrative office
- ☐ All PHA development management offices
- ☒ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☒ Other ***Families affected by the HOPE VI or Mixed-Finance, will be placed on the list.***

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☐ Two
- ☒ Three Only

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☐ Overhoused
- ☐ Underhoused

- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences ***These preferences were established with the new law; thus no change from FY2000; need to maintain consistency for the public and effective administration.***

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection (5) Occupancy).
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability\*\*
- ☐ Veterans and veterans’ families
- ☒ Residents who live and/or work in the jurisdiction ***Priority in all admissions***
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s)

***The head, spouse, or sole member of household is 62 years or older.\*\****

***The head, spouse, or sole member of household is receiving SSD/SSI benefits or other payments based on inability to work\*\*.***

***\*\* = Applicable to 50% of admissions in a calendar year:***

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.



**X** Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☒ 2 Working families and those unable to work because of age or disability  
☐ Veterans and veterans' families  
☒ 1 Residents who live and/or work in the jurisdiction  
☒ 2 Those enrolled currently in educational, training, or upward mobility programs\*\*  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☐ Households that contribute to meeting income requirements (targeting)  
☐ Those previously enrolled in educational, training, or upward mobility programs  
☐ Victims of reprisals or hate crimes  
☒ 2 Other preference(s) (list below)  
***The head, spouse, or sole member of household is 62 years or older\*\****  
***The head, spouse, or sole member of household is receiving SSD/SSI benefits or other payments based on inability to work\*\*.***

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers  
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease  
☒ The PHA's Admissions and (Continued) Occupancy policy ***Applicants may read the A&O policy at public housing management offices.***  
☒ PHA briefing seminars or written materials  
☐ Other source:

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal  
☒ Any time family composition changes  
☒ At family request for revision.  
☐ Other (list)

**(6) Deconcentration and Income Mixing**

- a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- ☐ Adoption of site-based waiting lists  
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)
- d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty & income-mixing
- ☐ Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☐ Criminal or drug-related activity only to the extent required by law or regulation
  - ☐ Criminal and drug-related activity, more extensively than required by law or regulation
  - ☐ More general screening than criminal and drug-related activity (list factors below)
  - ☒ Other (list below) *As noted below...*
- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? *With cooperation of the local police department, PHA has access to State & Federal records systems.*
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? *See above.*
- d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source) *See above.*
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
  - ☒ Other *poor housekeeping*

### (2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☐ None
  - ☐ Federal public housing
  - ☐ Federal moderate rehabilitation
  - ☒ Federal project-based certificate program
  - ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☒ PHA main administrative office
  - ☐ Other (list below)

### **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

*for good cause, e.g. illness; unsuccessful housing search.*

### **(4) Admissions Preferences**

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☐ Victims of domestic violence  
☐ Substandard housing  
☐ Homelessness  
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability  
☐ Veterans and veterans' families  
☐ Residents who live and/or work in your jurisdiction  
☐ Those enrolled currently in educational, training, or upward mobility programs  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☐ Households that contribute to meeting income requirements (targeting)  
☐ Those previously enrolled in educational, training, or upward mobility programs  
☐ Victims of reprisals or hate crimes  
☒ Other preference(s) ***Residents of public housing dislocated by PHA action***

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your

second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

**X**      Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
- ☒ Other (list below) ***Through pertinent supportive services agencies.***

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0  
☐ \$1-\$25  
☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☒ For the earned income of a previously unemployed household member ***Mandatory Year 1; will be at 50% in Year 2.***

☐ For increases in earned income. ***See above; as law requires; and 50% of year 2.***

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

☐ Yes but only for some developments

☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)***N/A.***

☐ For all developments

☐ For all general occupancy developments (not elderly or disabled or elderly only)

☐ For specified general occupancy developments

☐ For certain parts of developments; e.g., the high-rise portion

☐ For certain size units; e.g., larger bedroom sizes

☐ Other (list below)



3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply) *N/A*

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☒ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- ☒ Other (list below) *If income decreases, or change in family composition.*

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☒ Other. *a) Realtor appraisal;*  
*b) Operating costs;*  
*c) Section 8 Rent Reasonableness;*  
*d) HUD's FMR's*

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR ***and Exception FMR for part of County, approved by HUD***
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually
- ☒ Other (list below) ***Bi-annually***

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☐ Success rates of assisted families.
- ☐ Rent burdens of assisted families
- ☒ Other (list below) ***Availability of housing outside of low-income urban areas.***

### **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
- ☐ \$1-\$25
- ☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning 2001</b>	<b>Expected Turnover</b>
Public Housing	<b>323</b>	<b>47</b>
Section 8 Vouchers	<b>465</b>	<b>18</b>
Section 8 Certificates	<b>500</b>	<b>24</b>
Section 8 Mod Rehab	<b>53</b>	<b>24</b>
Special Purpose Sec. 8	<b>100</b>	<b>10</b>
C/V: <i>Mainstream Welfare to Work</i>	<b>50</b>	<b>4</b>
<i>FSS</i>	<b>135</b>	<b>5</b>
<i>Relocation</i>	<b>37</b>	<b>1</b>
P H Drug Elimination Program (PHDEP)	<b>85</b>	<b>35</b>
Other Federal Programs		
<i>ROSS</i>	<b>171</b>	<b>10</b>
<i>HOPE VI funded economic development</i>	<b>121</b>	<b>17</b>

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management:  
Admissions & Continued Occupancy  
Capitalization Policy

Check Signing Policy  
Criminal Records Management Policy  
Disposition Policy  
Drug Free Policy  
Equal Housing Opportunity Policy  
Ethics Policy  
Procurement Policy  
Public Housing Lease, incl. Community Service Rqts.  
Pet Policy

- (2) Section 8 Management: (list below)  
Section 8 Administrative Plan  
Section 8 Lease

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6.  
Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☒ PHA main administrative office  
☒ PHA development management offices  
☐ Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1. ☒ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

***Informal hearing for drug related/violent crime.***

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☒ PHA main administrative office  
☐ Other (list below)

## 7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component.

### A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### (1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment.

-or-

☒ The Capital Fund Program Annual Statement is provided below.

#### Capital Fund Program Annual Statement Parts I, II, and II

##### Annual Statement

##### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number PA26PO4650101 FFY of Grant Approval: (09/2001)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	62,900
3	1408 Management Improvements	93,500
4	1410 Administration	62,900
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	10,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	10,000
10	1460 Dwelling Structures	329,720
11	1465.1 Dwelling Equipment-Nonexpendable	50,000
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	10,500
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>629,520</b>
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities		
General Description of Major Work Categories		
Development	Account Number	
	Total Estimated Cost	
	AGENCY	
	AGENCY	
Operations		
Staff & Board Training	1406	
	1408	62,900
		20,000
	AGENCY	
Resident Training		
Policies & Procedures Update	1408	
	1408	10,000
		4,500
	AGENCY	
Software Upgrade & Training	1408	15,000

Economic Development	AGENCY		
	1408		32,000
Service Contracts	AGENCY		
	1408		12,000
Salary & Benefits	AGENCY		
	1410		62,900
PA 46-2, L/M/S Cts	AGENCY		
Fees & Costs	AGENCY		
Site improvements			
Non Routine Rehabs			
	1430		
	1450		
	1460		
			10,000
			10,000
			15,000
PA46-4E,			
Non routine rehabs	King's Terrace		
Substantial rehabs			
	1460		
	1460		
		5,000	194,720
PA46-4F,			

Fairview Village

PA 46-5  
222 N. Church St.

Non routine rehabs

Non routine rehabs  
Roof Replacement

1460

1460

1460

5,000

5,000  
100,000

PA 46-8  
Oxford Terr.

AGENCY

AGENCY

Non routine rehabs

Ranges & Refrigerators

Systems repairs

1460

1465.1

1475

5,000

50,000

10,500



**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name  
HA-Wide Activities

All Funds Obligated  
(Quarter Ending Date)

All Funds Expended  
(Quarter Ending Date)

AGENCY-WIDE

03/31/02  
09/30/04

PA46-4  
03/31/02  
09/30/04

PA46-8  
03/31/02  
09/30/04





**Optional 5-Year Action Plan NOTE: for FY 2001 – 2005, 5 Yr. Plan is required.**

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☒ The Capital Fund Program 5-Year Action Plan is provided below.

**Note: Includes information for years 2001 - 2005.**

5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
ALL	PHA-WIDE	N/A	N/A
Description of Needed & to be Undertaken Physical Improvements or Management Improvements			Estimated Cost
Operations			314,500
Training [Staff, Board, Residents]			150,000
Policy, Plan, Procedures Updates			22,500
Software Updates			75,000
Service Contracts			60,000
Economic Development Activities			160,000
Administration			314,500
A&E Services			50,000
Systems [boiler, etc] Replacement			52,500
Developments - external buildings			9,000
<b>Total estimated cost over next 5 years</b>			<b>1,249,000</b>
Planned Start Date (HA Fiscal Year)			
2001			
“			
“			
“			
“			
“			
“			
“			
“			

Development Number	Development Name	# Vacant Units	% Vacancies
PA46-2	Maple, Spruce, Locust Courts	4	8
Description of Needed Physical Improvements			Est. Cost
Non-routine Rehabs			75,000
<b>Total estimated cost over next 5 years</b>			<b>75,000</b>
Planned Start Date (HA Fiscal Year)			
2002			

Development Number	Development Name	# Vacant Units	% Vacancies
PA46-4E	KING TERRACE	2	4
Description of Needed Physical Improvements			Estimated Cost
Comprehensive renovation of site; structure, including new roof; facilities; unit interiors; and equipment.			998,600
<b>Total estimated cost over next 5 years</b>			<b>998,600</b>
Planned Start Date (HA Fiscal Year)			
2001			

Development Number	Development Name	# Vacant Units	% Vacancies
--------------------	------------------	----------------	-------------

<b>PA46-4F</b>	<b>FAIRVIEW VILLAGE</b>	<b>1</b>	<b>4</b>	
<b>Description of Needed Physical Improvements</b>			<b>Est. Cost</b>	<b>Planned Start Date</b>
Renovation of townhouses as needed, and unit rehabs of vacancies for new occupants			25,000	2002
<b>Total estimated cost over next 5 years</b>			<b>25,000</b>	

<b>Development Number</b>	<b>Development Name</b>	<b># Vacant Units</b>	<b>% Vacancies</b>	
<b>PA46-5</b>	<b>222 N. CHURCH STREET</b>	<b>2</b>	<b>3</b>	
<b>Description of Needed Physical Improvements</b>			<b>Est. Cost</b>	<b>Planned Start Date</b>
Non-routine unit rehabs			25,000	2001
Roof replacement & Other major work			500,000	2002
<b>Total estimated cost over next 5 years</b>			<b>525,000</b>	

<b>Development Number</b>	<b>Development Name</b>	<b># Vacant Units</b>	<b>% Vacancies</b>	
<b>PA46-8</b>	<b>OXFORD TERRACE</b>	<b>1</b>	<b>2</b>	
<b>Description of Needed Physical Improvements</b>			<b>Est. Cost</b>	<b>Planned Start Date</b>
Non-routine unit rehab			25,000	2001
<b>Total estimated cost over next 5 years</b>			<b>25,000</b>	

<b>GRAND TOTAL, ALL LINES</b>			<b>3,147,600</b>	
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## B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☒ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

- Development name: ***Oak Street, Rosemont, Broadview, & Hillcrest in Coatesville; South Coatesville***
- Development (project) numbers: ***46-1; 46-3; 46-7***
- Status of grant: (select the statement that best describes the current status)

☐ Revitalization Plan under development

- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☒ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

☒ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below: ***Under the HOPE VI, will be constructing replacement housing.***

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S. 1437p) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.) 2. Activity Description
- ☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: <i>Oak Place</i>
1b. Development (project) number: <i>46-2/partial(the elderly bldg 222 N. Church is also in this Project number.</i>
2. Activity type: Demolition <input checked="" type="checkbox"/> partial – 6 units Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application <b>approved</b> , submitted, or planned for submission: <u><i>16/05/00</i></u>
5. Number of units affected: <i>37</i>
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development <i>but not all sites included in the 46-2 designation.-see above</i>
7. Timeline for activity: a. Actual or projected start date of activity: <i>02/2000</i> b. Projected end date of activity: <i>06/2001</i>

## 9. Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: Maple & Spruce Courts, West Chester
1b. Development (project) number: 46-5/partial
2. Designation type: <b>2 buildings: 1 to be elderly only; 1 to be disabled only</b> Occupancy by only the elderly <input checked="" type="checkbox"/> <b>building #1</b> Occupancy by families with disabilities <input checked="" type="checkbox"/> <b>building #2</b> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u><b>01/06/01</b></u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <b>12 each building = total of 24 units</b>
7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development. <b>In same location &amp; dev. no. is family housing of 24 units.</b> <input type="checkbox"/> Total development



## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission.

#### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table?

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, to block 4; if no, to block 5.)
4. Status of Conversion Plan (select the statement that best describes current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

### **B. Reserved for Conversions pursuant to Section 22 of the U.S. Hsg Act of 1937**



## 11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

### A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied/plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

#### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for component in the **optional** Public Housing Asset Mgt. Table?

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

### B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the USHA of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using table below (copy; complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high

performer status. **High performing PHAs** may skip to component 12.)

2. Program Description: ***Awaiting final rule on Section 8(y)***

a. Size of Program

☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants
- ☐ 26 - 50 participants
- ☐ 51 to 100 participants
- ☐ more than 100 participants

b. PHA-established eligibility criteria

☒ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

**See "Required Attachment H", at the end of this Plan.**

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? **01/10/992.**

Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☒ Partner to administer a HUD Welfare-to-Work voucher program.
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☒ Preference/eligibility for section 8 homeownership option participation
- ☒ Other policies (list below) ***Preferences for working families***

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
PHDEP Ec. Dev. Program	26	Specific criteria	PHA Main office	PH
Elderly/Disabled Svs (ROSS)	171	Specific criteria	PHA Main office	PH
HOPE VI	96	Specific criteria	PHA satellite office	PH & Sec 8

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 28/10/99)
Public Housing	<i>n/a</i>	<b>9</b>
Section 8	<b>97</b>	<b>108</b>

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size? If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - ☒ Informing residents of new policy on admission and reexamination
  - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
  - ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
  - ☐ Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

*See "Required Attachment C" at end of this template.*

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below) ***All Family developments: 46-2/Locust Ct.; 46-4/Fairview; 46-5/Oak Place.***

#### **B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program

☐ Other (describe below)

### C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☒ Other activities ***Substance abuse prevention education with children, neighborhood activities to foster cooperation with police; sensitivity training between police & residents.***

### D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename):  
**pa046a01.**

## 14. PET POLICY

[24 CFR Part 903.7 9 (n)] *See Required Attachment D, at end of this template.*



## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved? N/A  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD? N/A  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - ☐ Not applicable
  - ☐ Private management
  - ☐ Development-based accounting
  - ☒ Comprehensive stock assessment
  - ☒ Other: ***Utilizing Low Income Housing Tax Credits and/or tax-exempt bond financing, maintaining operating subsidy/capital funds through the mixed-finance process for some public housing developments***
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## 18. Other Information

[24 CFR Part 903.7 9 (r)]

### A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☐ Attached at Attachment (File name)
- ☒ Provided below:

*The Chester County Residents' Council [CCRC] was informed in June that the Plan process was again underway. Last year's RAB was convened, so as to include persons in the Section 8 programs. The composition of the RAB is as follows:  
PH: the CCRC— 2 members; 1 family & 1 elderly representative; S8: 1 family; 1 elderly; 1 PH/tax credit development; 1 homeownership program representative through Bond/Section 8.*

*In general, we discussed the process for this year – that there would be no Five Year Plan this year, only Year 2 – Annual Plan. For the Capital Fund Program, however, a Five-Year Plan is required. The RAB members noted that they had put intense effort into the review process last year and asked if the same degree of detail would be required. Their opinion was that they had provided significant input last year and the Authority had responded to all concerns and incorporated most. All agreed that it was wise not to make changes unless they were really needed and meaningful.*

### THE DISCUSSIONS

*Beyond the informal discussions, two official meetings were held with the RAB.. The first meeting reviewed the requirements this year – no Five Year Plan; only Annual. The Plan was reviewed page-by-page. Changes in Strategies included adding dates for Section 8 Landlord Seminar and Rent Reasonableness Study. In reviewing Sec. 3, the RAB strongly encouraged tighter tenant screening; the PHA already does crime, credit, rental history & housekeeping checks; it will try to find other methods which would not be violating anyone's rights. Ref. Sec. 4, Rent Determination was reviewed – no changes from last year, just re-examined the process. The RAB asked about how the PHA arrived at the Flat Rents last year. The process was reviewed again; and the back up documentation was located. Under Sec. 5C, they noted Pet Policy. The RAB was against allowing pets in family units. They noted that the philosophy was that children who take care of pets grow into more responsible adults. However, their sentiment was: "If they don't/can't take care of their homes and don't/can't take care of their children, how will they ever take care of pets." Ref. Sec. 8, it was noted that the Disposition for Oak Place had been approved. Ref. Sec. 9, this represented the one significant change: plans to apply for "Designated Housing" – 1 building for elderly; 1 building for disabled. All were very, very happy with this change. They unanimously endorsed this position. Ref. Sec 12D, the RAB noted that they had already reviewed this requirement. They requested that the Authority ensure that clear communications of this*

*requirement be done – beyond just letters being sent. Ref. Sec. 13, the RAB asked about PHDEP activities/services to residents of Oak Place – as this development has been approved for disposition and will not be “Public Housing”. This will be investigated; if it is allowable, services will continue to be provided.*

*Concerning the 5-year CFP, they were pleased that funds for physical improvements were substantial and that the 2 developments in Phoenixville – Fairview and especially King’s Terrace; and then Oxford would receive full rehabilitation.*

*In conclusion, the RAB advocated and endorsed the theory to not make any changes except as needed, such as the “Designation” section.*

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- ☒ Other: ***As this was a consultative process, their input was incorporated in the Plan as it was developed.***

**B. Description of Election process for Residents on the PHA Board** *See also Required Attachment F.*

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

**3. Description of Resident Election Process**

**a. Nomination of candidates for place on the ballot: (select all that apply)**

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

**b. Eligible candidates: (select one)**

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

**c. Eligible voters: (select all that apply)**

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

### C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: ***Chester County, PA.***
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.
  - Increase availability of affordable housing for special needs populations***
  - ☐ Other: (list below)
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

*The Consolidated Plan of the County of Chester is a Five Year plan 2000 – 2004. The major activities for FY 2001 support and/or complement the Authority's FY 2001 Annual Plan. Specifically, their plan states "The County will be supportive of the Authority's goals, especially as they relate to public housing modernization and critically needed increases in rental vouchers and new housing units". It continues, by stating its commitment to the HOPE VI efforts – for this fiscal year alone, it is \$715,000 for the following specific activities:*

*CDBG funding to demolish the public housing high-rise [400 Oak St.];  
HTP funding to complete work on 55 units of new senior housing; and  
HOME & HTP funds for the acquisition and construction and/or renovation of scattered-site housing.*

*Concerning economic development, the County's OHCD has initiated a "Team Pennsylvania Careerlink" whereby low income persons are assisted through a "One Stop Shop" to connect to jobs, job training, transportation, and child-care. Their Plan also includes at least one "Fair Housing" training seminar, as the fundamental barrier to increased affordable housing is the NIMBY syndrome.*

### D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

The definition of "Substantial Deviation" and the summary of our Deconcentration Policy were provided in the FY 2000 submission; and as stated in the instructions for FY 2001, do not need to be repeated, unless substantially altered. These two items were not altered.



## **Attachments**

*Provided below is a list of “Required Attachments” as noted in PIH 2000-43 – as applicable to this Authority.*

### **REQUIRED ATTACHMENTS:**

Attachment A: PHDEP PLAN NOTE: This is a separate submission.

*The following are submitted as part of the Annual Plan:*

Attachment B: Site Based Wait List

Attachment C: Community Service

Attachment D: Pet Policy

Attachment E: Progress Report

Attachment F: Resident on Board

Attachment G: Resident Advisory Council

Attachment H: Section 8 Homeownership Program

*They begin on the next page*

## **Required Attachment B: “Assessment of Site-Based Waiting List Development Demographic Changes”**

The Housing Authority of the County of Chester has initiated a site-based waiting list for the replacement housing developed under the approved HOPE VI Revitalization Plan, utilizing *Low Income Housing Tax Credits [LIHTC]*.

The building scheduled for demolition is “400 Oak Street”. According the MTCS, there are 49 occupied units of which 55% are occupied by those 62 and older; 40% by “under 62 & disabled”; and 5 “Other Individuals”. The residents of this building are guaranteed an apartment in the housing being developed. One building has only 10 units – and all residents are from 400 Oak. According to the tax credit application, the building may house those under age 62. Thus, the demographics of this building reflect more under age 62 than over age 62. There is no change in the income characteristics.

The other replacement housing building has yet to be completed. It will accommodate all other residents from 400 Oak, and then open a waiting list to the general public who meet LIHTC income and age requirements. Thus, the “MTCS” for this building, upon lease up should not vary significantly from the existing MTCS for 400 Oak.

We will continue to monitor the characteristics of these buildings; and in the next years, do so for the family units that are being rehabilitated using LIHTC.



### **Required Attachment C: Implementation of Public Housing Resident Community Service Requirements”**

The Authority has begun the planning process for implementation of the Community Service Requirement. Because it is a January fiscal year authority, the earliest effective date is January 2001. The administrative procedures include drafting revised language for the lease and a form letter which will notify each family. The notification letter will explain exemptions, effective date, and possible methods to fulfill the requirement. It also will explain that this requirement is now included in the Lease and the consequences of non-compliance are included in the Lease. This notification will be mailed no later than the first week of December in order to give the families time to review and ask questions. These changes to the ACOP and the lease will be presented to the Board of Commissioners at its November 2000 meeting.

The effective date is the re-examination date of the family [or, if the family has chose the flat-rent method, the date which would have been their re-examination date].

Concerning programmatic activities, the Welfare Agency for the County has been cooperative with our Welfare-to-Work voucher program and the FSS program; and a more detailed MOU than last year's has been executed to implement this Community Service Requirement. This Agency is assisting the Authority in identifying other agencies which could provide not just volunteer opportunities, but also effective monitoring of that activity. One good possibility is volunteer work with the PHDEP service providers in the “After-School” programs; and the ROSS providers in the elderly/disabled programs. These providers will be contacted prior to year end to finalize volunteer opportunities.

## **Required Attachment D: “Pet Policy – Summary”**

The Pet Policy, adopted by the Board of Commissioners at its September 26<sup>th</sup>, 2000 Board Meeting, is a part of the FY 2001 Plan Year, and shall become effective upon approval of the Plan by HUD. The regulations apply to all public housing: the existing policy for elderly housing will be superseded by this new policy.

In summary, residents living in family developments will be allowed to have pets in accordance with the provisions of that policy. With certain restrictions based on number of bedrooms and weight [where applicable] various combinations of dogs, cats, birds, fish, turtles will be allowed.

An application and a refundable deposit will be required..

## **Required Attachment E: “Progress Toward Five Year Plan Goals”**

**The Housing Authority of the County of Chester has made significant progress in most areas delineated in its initial Five Year Plan. Below is a brief statement of progress for each major element as outlined in the FY 2000 Five year Plan template.**

1. *Increase the availability of affordable housing: supply; quality; choices.*  
Our first goal was to add up to 500 vouchers by the end of Year 5. We are on track: by the end of Year 1, 100 incremental vouchers were applied for and awarded. The vacancy rate of 2%, on the whole, has remained the same. Additional housing is coming on line as “Scattered Site-First-Time Homebuyers” through HOPE VI, Bond issue, and tax credits – currently 40 houses. Concerning quality, management efficiency, through computer upgrades and staff training, is being improved. Modernization of all existing public housing has been spelled out in the 5-Year CFP. One site has already received Mixed-Finance approval and construction is underway.
2. *Improve community quality of life and economic vitality: deconcentration/income mix.* Analysis indicates that within housing type [elderly: family], no concentration of extremely low versus moderate-low exists.
3. *Promote Self-Sufficiency and Asset development of families.* Concerning the number employed, the goal over three years was to increase the number employed by ten percentage points. To date, that stands at approximately 2.5 percentage points. The Family Self-sufficiency numbers have increased from 111 to 135. Through the Drug Elimination Program, plans are underway to contract for G.E.D. and other training for adults and to implement an ambitious program directed toward all public housing children – that all graduate from high school. Concerning increasing Section 8 housing availability, the Coordinator has attended a HUD-sponsored seminar on effective techniques to bring more landlords into the system.
4. *Ensure Equal Opportunity in Housing for all Americans.* The public housing programs serve well those groups most vulnerable to discrimination in housing. The Section 8 program – which is based on private landlords – needs to be better addressed. Toward that end, the Section 8 Coordinator attended a HUD-sponsored program about outreach to landlords. The program now being designed to recruit new landlords to the Section 8 program will include a component about Equal Opportunity. The Authority has been working with non-profits that are concerned with special populations. More work needs to be done; and hopefully the County will play a more substantive role in addressing all the needs of special populations.

## Required Attachment F: Resident Member on the PHA Governing Board

1. ☐ Yes ☒ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

B. How was the resident board member selected: (select one)?

- ☐ Elected  
☐ Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- ☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- ☒ Other (explain): *Has not been done. As of March 2001: The Commissioners noted at the February Board meeting, the need to move forward with this issue and instructed the E.D. to discuss with the CCRC and ask them to propose possible candidates. In their reply correspondence to the Authority, the CCRC provided 3 possible names, and endorsed one unanimously. They also provided a copy of the Minutes of their meeting during which this issue was discussed. This recommendation has been embodied in a Board resolution (01-10) which will be considered at the March 27<sup>th</sup> Board meeting. After its adoption, the Board will present this information to the County Commissioners for their action.*

A. Date of next term expiration of a governing board member: **October 1, 1999**

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

### **COUNTY OF CHESTER COMMISSIONERS:**

***Karen L. Martynick, Commissioner***

***Colin A. Hanna, Commissioner***

***Andrew E. Dinniman, Commissioner***

## **Required Attachment G: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Judie Barr  
Brenda Richardson  
Elsie Nichols  
Sondra Young  
Geraldine Edwards  
Linda Lavender  
Olli Lee  
Shirley Gaffney

(Same as last year's RAB, with one replacement)

This group is an excellent representation of those directly assisted by the PHA:

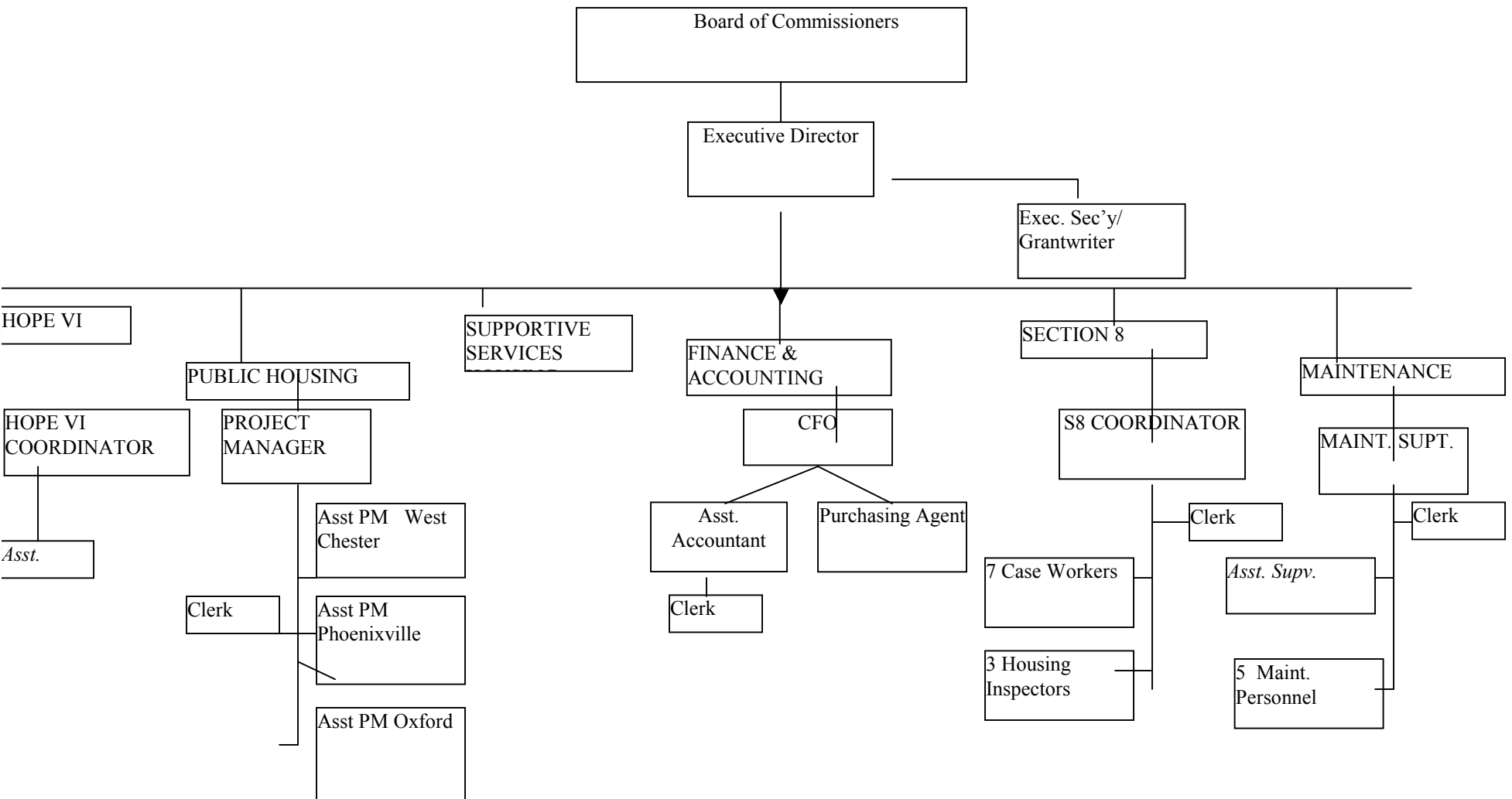
Public Housing  
Resident Council – 2  
Family Development  
Elderly Development

Section 8  
Family  
Elderly  
First-Time Homebuyer  
A “tax-credited” project

## **Required Attachment H: Section 8 Homeownership Program Capacity Statement**

The Housing Authority will establish in it's Section 8 Administrative Plan that it will administer a Section 8 Homeownership Program. The program will require that there be a minimum down payment of 3% of the purchase price and that at last 1% of the purchase price from from the family's personal resources.





**Table Library**